ESD Publishing Procedures at a glance

ESD adheres to the policy set forth by Berkeley Lab's *Regulations and Procedures Manual* (*RPM*). The following passage is adapted from the *RPM*, Section 5.02, E, Scientific and Technical Publications:

—DIVISION REVIEW POLICY—

All ESD papers/documents[1] being sent out for possible publication should be reviewed to ensure that:

1. The publication requirements listed in *RPM*, Section 5.02, C, Scientific and Technical Publications have been met:
   a. Credit Line (appropriate sponsor has been credited in an acknowledgment section)
   b. Author Affiliations
   c. Legal Disclaimers (if applicable, when the report is prepared under DOE sponsorship and issued/printed by LBNL)
2. Any other requirements indicated by the Division Director (as follows) have been met *prior to submission* to a publisher:
   a. A reasonable scientific process has been followed[2]
   b. All co-authors must read and approve the paper and agree with appropriate authorship order and list.
   c. Postdoctoral staff, students, and other non-career employees MUST obtain the written or email approval by their supervisor (or other qualified reviewer as designated by the supervisor) or the Division Director, unless a career staff member is designated as the corresponding author on the publication[3].
   d. Career scientific staff members are expected to govern themselves in accordance with Berkeley Lab's regulations. At a minimum, Items 1a, b and/or c must be met.

SPECIAL NOTE:
All authors are expected to **adhere to the highest ethical standards** in their publishing, including those detailed in the University's Statement of Ethical Values, especially as regards to the integrity and originality of work, and the recognition of the contributions of colleagues (per *RPM*, Section 5.02, E, Scientific and Technical Publications).

In order to assist with reviews of publications, the Division will maintain a list of reviewers, with their scientific and technical qualifications, on the web.

Get Your Publication Reviewed! (Best Practices and Etiquette)

- Improve the quality of your paper by having it reviewed by (at a minimum) 1 person.
- Consult with your supervisor or Department Head to identify a qualified reviewer.
- Allow a <u>reasonable</u> amount of time for your reviewer to conduct a review.
- Document the review (via email or by keeping a copy of the reviewers' comments on file) and respond to your reviewer's comments.
- Recognize reviewer(s) by including them in your Acknowledgments statement!
- Protect your work! Make sure you have the Patents Department review your paper ahead of time, especially if you are writing about an invention or discovery for the first time.

FOOTNOTES
[1] This, for the most part, does **not** include abstracts
[2] This includes that requirements from your project are met (i.e., Yucca Mountain QA)
[3] This does include abstracts

Other Important Resources/Contacts
ESD Report Coordinator, Dan Hawkes (Technical Writer/Editor), x8602
LBNL Patents Department x7058

For a complete description of these and all other policies, please refer to the ESD Website at http://www-esd.lbl.gov/workplace_resources/business_practices/publishing.html or contact Maryann Villavert, ESD Business Manager at 510/486-7357, MVillavert@lbl.gov